

POSTDOC HR ORIENTATION CHECKLIST

<p>EMPLOYMENT</p> <ul style="list-style-type: none"> • I-9 • Review "Iowa Welcome for New Faculty and Staff" • international postdocs (J-1) check-in with International Student & Scholar Services. The office is located at 1111 University Capitol Centre. • Get Iowa One Card 	<p>IT</p> <ul style="list-style-type: none"> • Duo 2-factor authentication • Email • Office 365 / Microsoft Office • Personal mobile devices • Data on network drives • Acceptable Use • UI Wireless (eduroam) • Internet access on/off campus (VPN) • Printing and scanning • Research data
<p>EMPLOYEE SELF-SERVICE</p> <ul style="list-style-type: none"> • Confirm you can access Employee Self-Service (ESS) • Make sure you have updates your campus address, emergency contacts, information release form, Hawk Alerts, etc. 	<p>PAYROLL</p> <ul style="list-style-type: none"> • Setup direct deposit in ESS. • Submit W-4 in ESS. <p>You will be paid a monthly salary, generally on the first of the month (unless the first is a holiday or weekend). Monthly paydays are listed on the payroll calendar.</p>
<p>BENEFITS ENROLLMENT</p> <ul style="list-style-type: none"> • Enroll in benefits through ESS. You must make your benefit selections within the first 30 days of employment. • Flexible Spending Account • Benefits are effective the first of the month following date of hire. • Contact the Benefits Office at benefits@uiowa.edu or 319-335-2676. • If you do not select a retirement plan, you will be assigned to IPERS (the state pension plan) by default. Once you have selected a retirement plan, or been assigned to IPERS, you will not be able to make any changes. Note: visa status may affect retirement eligibility 	<p>WELLNESS RESOURCES</p> <ul style="list-style-type: none"> • Employee Assistance Program • University Counseling Services Postdocs (FP01/FP02) are eligible for free individual counseling, couples counseling, group counseling, outreach programming, support groups, and consultation services. • Student Care and Assistance • Student Health • Student Wellness <p>Postdocs (FP01/FP02) are eligible for discounted memberships through the Recreation Membership Incentive Program. To purchase a membership, visit the Campus Recreation & Wellness Center, Field House, or reach out to Shea McMurray (shea-mcmurray@uiowa.edu).</p>
<p>TIME OFF</p> <ul style="list-style-type: none"> • Postdoctoral Scholars are entitled to 15 working days of paid leave and 18 working days of sick leave per year. The agency (e.g., NIH) supporting a Postdoctoral Fellow may have different requirements. Time off is not documented in ESS and should instead be arranged with the supervisor. • University Holidays 	<p>TRANSPORTATION</p> <ul style="list-style-type: none"> • UI Parking & Transportation • Postdocs (FP01/FP02) are eligible for staff parking privileges in Hancher, Finkbine, and Hawkeye Commuter lots, as well as a discounted bus pass for Iowa City and Coralville Transit. • Iowa City Transit App • IowaBus app

<ul style="list-style-type: none"> • Contact your HR Rep if you think you may need to apply for a medical leave (FMLA) or disability (ADA) accommodation. 	<ul style="list-style-type: none"> • University of Iowa Campus Map
<p>TRAINING</p> <ul style="list-style-type: none"> • Harassment Prevention Training • Training in the Responsible Conduct of Research • Citi Training for research staff of human subjects (if applicable) • Bloodborne Pathogen (if applicable) • Lab Safety (if applicable) • Free Speech • Any other trainings identified by your PI or assigned to you in <i>My Compliances</i> in Employee Self-Service. 	<p>POLICIES</p> <ul style="list-style-type: none"> • Policies Governing Research • University Operations Manual • Violence • Anti-harassment • Drug Free Environment • Political Activity Guidelines • Prohibition on Giving & Receiving Gifts • Ethics & Responsibilities
<p>OTHER RESOURCES</p> <ul style="list-style-type: none"> • Family Services • Office of Postdoctoral Scholars Contacts • University of Iowa Postdoctoral Association (UIPDA) • National Postdoc Association affiliate membership • Employee Discount Program • Off-campus housing • The Iowa City Community 	